

FILED: Records

RETURN TO 6-1

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING - 17 September 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	1.3	1.3	179.1
Maps	0	0	47.5
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	1.3	1.3	356.0
B. (Measured by actual count)			
Cards (IBM)	96,317	33,961	4,058,060
Film Reels 35mm	11	2	5,582
Film Reels 16mm	0	0	2,133

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	31
	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb '52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules Are To Be Established	9
D. Offices Depositing This Week	14
E. Offices Delinquent in Depositing	1

Director's Office - No deposit since 18 June 1954

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.